

**CHARTER TOWNSHIP OF YPSILANTI  
MINUTES OF THE OCTOBER 21, 2014 WORK SESSION**

Clerk Lovejoy Roe called the meeting to order at approximately 5:01 p.m. in the Ypsilanti Township Civic Center Board Room, 7200 S. Huron River Drive, Ypsilanti Township.

**Members Present:** Clerk Karen Lovejoy Roe, Treasurer Doe, Trustees Stan Eldridge, Jean Hall Currie, Mike Martin and Scott Martin

**Members Absent:** Supervisor Brenda L. Stumbo

**Legal Counsel:** Wm. Douglas Winters

**2015 FUND BUDGETS**

**A. Fund 236 – Mark Nelson, Magistrate /14-B District Court**

Magistrate Mark Nelson presented a status update regarding 14-B District Court.

Mr. Nelson stated there were no major changes for expenditure requests for the 2015 Budget.

Trustee Eldridge requested clarification on the proposed balance transfer, which Accounting Director Javonna Neel explained was needed for a revenue shortfall of \$13,000, unless more revenue comes in through 2014. Discussion followed on an increase of \$10,000 for Attorney Fees/ Criminal which reflected, appointed legal counsel conflicts, with returning defendants.

Treasurer Doe asked if a decision had been made regarding a third party regarding credit card fees. Discussion followed with Magistrate Nelson indicating it was being researched.

**B. Fund 226 – Jeff Allen, Residential Services / Environmental Services Fund**

Jeff Allen, Residential Services presented the following items:

- Number of full-time chippers had been reduced from two to one
- Seasonal workers had been bumped up in order to stay abreast of brush pick up
- Correction to item 226.706 – wages of only one full time employee
- Significant savings regarding Waste Management Contract Extension

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Trustee Eldridge questioned compost processing figures and Jeff Allen explained that the Township paid Waste Management to pick up yard waste and take it to the compost site, then Environmental Services Fund paid the Compost Site Fund to process the yard waste. Discussion followed.

Clerk Lovejoy Roe asked if the efforts to have more time to work specifically in the parks had been successful and Mr. Allen said there had some success but other circumstances, including the numerous storms, had hampered efforts.

**C. Fund 252 - Mike Saranen, Hydro Operator / Hydro Station**

Michael Saranen provided a brief overview of the Revenue and Expenses, stating neither had changed significantly.

Jeff Allen stated the water quality had been good this summer.

Mr. Allen and Mr. Saranen mentioned the work at Tyler Dam that had been postponed in order to search for grant funds to reduce the cost.

Mr. Saranen stated DTE would be installing equipment that would eliminate telephone lines through AT&T, for a savings of \$2,000 a month.

Mr. Saranen stated a routine inspection of the small generator had revealed holes in the runner, cracks in the blade and deteriorating hardware which had occurred after 82 years of service and more online hours than the bigger unit. He said the preliminary cost of repairs, depending on the final scope of work would be from \$350,000 to \$500,000 and would be brought back to the Board next year. Mr. Saranen added the recent refurbishing of the large turbine was already paying off, generating an 8% increase in revenue.

Discussion followed on the removal of Tyler Dam and possible acquisition of grant funds to assist in the removal.

Attorney Winters asked what amount was being collected from DTE as part of the escrow to maintain the integrity of the dam and reliability of the power source and when those funds would become available. Mr. Saranen provided a brief explanation regarding those funds.

**D. Fund 590 - Jeff Allen, Residential Services Director / Compost Site**

Mr. Allen stated:

- The dump truck had arrived for the Compost Site
- 50% of the chipping employees were in this fund
- 25% of a clerical employee was included in this fund

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- A negative balance was showing because of the purchase of equipment requiring a fund balance transfer

**E. Fund 595 – Jeff Allen, Residential Services Director / Motorpool**

Mr. Allen provided a brief explanation regarding the operation of this fund.

**F. Fund 248- Mike Radzik, OCS Director / Housing & Business Inspection**

Mike Radzik, OCS Director explained this item had a recent name change from Rental Inspection Fund and more adequately reflected the purpose. He stated the fund covered single family rental inspections, and next year, with Board approval, would include apartment complexes. Mr. Radzik stated, if the Board approved, the recent vacant housing inspection program would also include commercial structures.

Mr. Radzik stated the significant changes included a revenue increase, primarily due to more aggressive inspection of unregistered rental properties and additional revenue for the new vacant housing inspections. He explained another new revenue increase for 2015 was the ability to add delinquent invoices for rental and vacant housing program to the tax rolls, eliminating the need to spend Treasurer's Office and OCS Department staff time and the expense of filing Small Claims cases in order to collect those fees.

Mr. Radzik stated on the Expense side, the significant changes would be:

- A 12 1/2 % salary share for a proposed OCS Executive Coordinator position had been added
- \$48,000 budgeted for two full-time seasonal employees would be eliminated and converted to one full-time position
- A slight decrease for postage, uniforms, gas, oil and equipment
- Motorpool costs had been increased slightly to retain one vehicle on a full-time basis for the additional field inspector
- Increase of \$8,400

Discussion followed on the needs regarding staffing due to the new programs.

**G. Fund 249 - Mike Radzik, OCS Director / Building**

Mr. Radzik provided a brief overview of the significant changes in the Revenue:

- Continued increase in building permit revenue
- Projected 20% increase overall for the next year

Mr. Radzik provided a brief overview of the significant changes in Expense:

- Ron Fulton, Building Director's salary and fringe benefits had been split 60/40% with the Ordinance Department, reflecting his involvement with nuisance

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abatement , but since he was spending more time with the building aspects, this position was transferred 100% into the Building Department Fund

- 25% of the proposed Executive Coordinator's position had been budgeted in the Building Fund, since many, if not all, of the administrative duties of the Building Director would be transferred to this new position
- The Building Director's position would be transitioning into a Building Official position
- 100% of a clerical position for Jane Carr was now included in the Building Fund; she had been 90% in Building and 10% in Planning
- Postage and office expenses were reduced
- Increase in expenses for new code books
- Uniform items for Mr. Fulton's replacement
- 20% increase in contractual services for inspectors for plumbing, electrical and mechanical inspections, however not to the level as to warrant full-time positions
- \$118,500 increase to the Building Fund

**H. Fund 266 – Mike Radzik, OCS Director / Law Enforcement**

Mr. Radzik explained this fund was split into two sections: Sheriff's Services and Ordinance Department.

Mr. Radzik stated there were no significant changes in the revenue of the Sheriff's Services fund since it was supported by a public millage.

Mr. Radzik listed the significant changes in the expenditures:

- Increase due to 25% share of the new Executive Coordinator's Position
- Sheriff's Office contract will continue at current level of 35 Police Service Units
- A scheduled 1% increase in contract costs with Washtenaw County
- Projected increase for deputy overtime expenses
- Increase in use of overtime regarding the CAT Team
- Projected increase on the collaboration contracts with Lincoln and Ypsilanti School Districts
- Change in maintenance and utilities between the Civic Center, Police Station and new Law Enforcement Center on Huron Street
- Change in public surveillance camera operating expenses
- Equipment expense had been reduced
- \$108,000 increase overall in Sheriff's Services portion

Mr. Radzik addressed the Ordinance portion of the Law Enforcement Fund:

- Reduction due to removal of percentage of Mr. Fulton's salary
- Increase of 25% for proposed Executive Coordinator's position
- Slight increase in regular overtime due to structural change in Teamster's contract
- Increase for gas and oil
- \$19,000 overall decrease in Ordinance expenses

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**I. Fund 893 – Mike Radzik, OCS Director / Nuisance Abatement**

Mr. Radzik explained the Nuisance Abatement Fund was simply a pass through of revenues and expenditures used for three different categories of Nuisance Abatement enforcement activities, including Blight, Board-Ups and Mowing, which is budgeted at a 15% decrease in both revenue and expenses.

Clerk Lovejoy Roe thanked Supervisor Stumbo and Tammie Keen for a great job they had done working on the budget and adding the line items for a much clearer understanding and providing complete transparency of Township finances.

**DISCUSS NEW FIRE/RESCUE ENGINE PURCHASE**

Chief Eric Copeland introduced Lt. Fred Anstead, Fire Vic Marshal Chevrette, Captain Larry James and Firefighter Dan Kimball which had comprised a committee to research and provide a recommendation regarding the purchase of a new engine that met their requirements. Chief Copeland provided a breakdown of the proposals from each company they had reviewed. Chief Copeland stated the committee recommended the proposal from Spartan Crimson-Zahmen Company.

**REVIEW AGENDA**

Clerk Lovejoy Roe reviewed the agenda with further discussion on the following items:

**OLD BUSINESS**

Attorney Winters provided a brief overview of the proposed Municipal Services Agreement between National Church Residences, owners of Clark East Towers and Ypsilanti Township which would allow for the continuance of the PILOT program. He explained a review would be done every six months regarding the security issues.

Daniel Stanley, Attorney for National Church Residences presented proposed changes to the language of the agreement.

Discussion followed on scheduling necessary inspections by Ypsilanti Township Building Department for the month of November.

Pam Monroe, National Church Residences Vice President stated something could be worked out regarding inspections with Ron Fulton on Wednesday, October 22, 2014.

Trustee Eldridge voiced some concerns with the security issues and wanted a representative from the Township to be available for the reviews. Trustee Eldridge asked what happened to current residents that were under the required age waiver to

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which Attorney Winters replied they would be able to stay unless they violated any terms or conditions.

Clerk Lovejoy Roe briefly updated the Board on how well Steve Bodkin, Chief Operating Officer of National Church Residences had responded to the Township and issues that had been raised. Clerk Lovejoy Roe stated that she was trusting NCR to keep their commitments.

Pam Monroe voiced NCR's appreciation to the Township for letting them make the necessary corrections and stated they wanted to be a good partner by providing safe, affordable housing to seniors now and in the future.

**Adjournment**

The meeting adjourned at approximately 6:53 p.m.

Respectfully submitted,  
Karen Lovejoy Roe, Clerk